

# School Rep Role Description

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School Reps provide the essential link between Course Reps and senior members of staff within the School. They have responsibility for liaising with the Vice President Education and the appropriate Student Engagement, Representation, and Communication Coordinator (SERCC) to ensure that the Students' Union and the University are kept informed of issues affecting Course Reps and the students they represent.

Their key task is to represent students' views at School level by attending and making appropriate and positive contributions to meetings, which will include key College-level meetings. Effective representation requires School Reps to consult with students and, in particular, Course Reps; presenting findings both at School meetings and in-between meetings; feeding back to students via Course Reps and helping to develop solutions to problems identified by students.

In order to fulfil their roles, School Reps will be expected to:

- Represent the broad range of student views from the range of courses within their School department. School Reps should aim to represent the full diversity of their cohort and act professionally in line with the Students' Union's vision and values.
- Act as a channel of communication between Course Reps, other School Reps, the SERCCs, the Students' Union and senior members of School, College, and University staff.
- To attend training for the role, complete regular Rep Journals and attend the relevant meetings.
- Assist with the delivery of induction talks, promotion of surveys such as the NSS and CES and training for Course Reps in collaboration with the SU.
- Assist the School with a range of activities related to student recruitment, retention and student experience. This includes arranging and supporting the delivery of student led School meetings when appropriate.
- School Reps are expected to work with the Students' Union as members of the Education Council and as representatives within the Union structure to campaign on both national and local issues, where appropriate.
- Attend and contribute to the Course Rep Forums, Course Rep Conference, and Change Week.
- Promote the Student Academic Representation system.
- Keep a record of activities undertaken and complete the appropriate record/claim form and submit it by the due date to the Vice President Education.

As recognition of the value of the contribution made to student representation and engagement, School Reps are entitled to a bursary payment of £300, paid in two instalments of £150 on receipt of a satisfactory record/claim form. School Reps may, however, opt to forego the bursary in favour of recording their activities as volunteering hours, using the Students' Union's online V-Record.

During the year, School Reps will be offered additional self-development and training opportunities relating to student engagement, quality assurance and enhancement and partnership work with the University.

## School Rep Person Specification

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Please provide evidence of how you meet each of the essential criteria.

### Essential Criteria:

1. Experience of being an elected Course Rep
2. Commitment to the principle and value of student engagement and representation
3. Knowledge of how the University and Students' Union work in partnership to ensure that students are able to influence their own student experience
4. Excellent communication skills
5. Confidence in speaking to groups of senior academic staff and students
6. Ability to represent the views and ideas of others, even when these are not in accordance with your personal opinion
7. Creative and participative approach to problem-solving and conflict resolution
8. Good personal management, including planning and time-keeping
9. Willingness to take personal responsibility for the completion of tasks
10. Willingness to undertake further training and personal development opportunities